

Direct Ordering to the Northeast Interagency Fire Cache

Authorized Ordering Units

Authorized units are allowed to place pre-suppression and incident support orders directly with the Northeast Interagency Fire Cache in Grand Rapids, Minnesota. Authorized units include the following:

- Local and Regional units of land management agencies including the twenty northeastern States, Department of Interior agencies including the Bureau of Land Management, US Fish and Wildlife Service and National Park Service and USDA Forest Service.
- Geographic coordination center, sub-geographic dispatch centers or initial attack dispatch centers.
- Eastern Area Compacts
- Incidents – Supply Units, Ordering Managers
- Expanded Dispatch offices – If incidents prefer to go thru expanded dispatch or if expanded dispatch have their own orders.
- Mobilization Centers

Ordering Procedures

Orders accepted at the Fire Cache include: requisitions, purchase orders, resource orders and replacement orders.

All orders placed with the Fire Cache need to be complete with billing address (including tax identification number), shipping address, phone number, FAX number, items ordered (NFES number with matching description and correct unit of issue) and fund codes.

Resource orders and replacement orders need to be filled out completely with correct order numbers and request numbers in addition to the above information.

If orders are not complete, the ordering unit will be called by the Fire Cache and asked for the necessary information. This may cause a delay in filling of the order.

The Fire Cache is available to answer any questions about items, ordering process or other concerns.

Submit orders by faxing them to the Fire Cache, followed by an immediate call to verify receipt of the order.

Shipping Confirmation

The Fire Cache will FAX a Shipping Status form to confirm when the order is shipped. This will notify the ordering unit of the date of shipment, expected date of arrival, method of shipment and other information concerning the order.

Items Ordered Thru Dispatch System

Equipment items will still need to be ordered on resource orders thru the dispatch system. These items include: radios, radio systems, infrared cameras, weather systems and cache vans.